



# Louisville Metro Planning & Design Services

## SUBMITTAL REQUIREMENTS SUBDIVISION NAME CHANGE

JERRY E. ABRAMSON  
MAYOR

CHARLES C. CASH, JR.,  
DIRECTOR

### All Submittals Must Be Submitted In Person To The Customer Service Counter

Applicant      PDS  
                         ONLY

- \_\_\_\_\_ 1. Plan Review Application with "Other" completed.
- \_\_\_\_\_ 2. Letter of Explanation
- \_\_\_\_\_ 3. One (1) copies of the plan with the only change being the proposed name change.
- \_\_\_\_\_ 4. Fee of \$160 in cash or check made out to Louisville Metro Finance.

### For Staff Use Only

**Date:** \_\_\_\_\_ **Staff:** \_\_\_\_\_ **Docket #:** \_\_\_\_\_

### Do not accept application if required materials are not submitted

- \_\_\_\_\_ 5. Fill out a receipt. The entire amount goes into **Subdivision Fees**.
- \_\_\_\_\_ 6. Stamp the date received and write the docket # in red in the bottom right hand corner.
- \_\_\_\_\_ 7. Put the application in the In-Coming Application Tray.

Louisville Metro Planning & Design Services  
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Louisville, KY 40202  
502-574-6230      Fax 502-574-8129